



BUILDING PERMIT APPLICATION CHECKLIST


PLEASE HAVE THE FOLLOWING REQUIRED INFORMATION AND MATERIAL WHEN YOU MAKE YOUR SUBMITTAL FOR A BUILDING PERMIT:

- a) PROVIDE A Stake-out **SURVEY** SHOWING THE FOOTPRINT OF THE BUILDING, THE DIMENSIONS OF THE BUILDING, LOT LINES AND APPLICABLE SETBACK LINES AS REQUIRED BY THE CITY OF FAIRHOPE ZONING ORDINANCE.
- b) TWO FULL SETS OF CONSTRUCTION PLANS FOR ANY PROJECT, RESIDENTIAL OR COMMERCIAL. ONE SET OF THESE PLANS **WILL NOT BE RETURNED**, AND THEY SHOULD INCLUDE THE FOLLOWING:
 - 1) Foundation plan
 - 2) Floor plan
 - 3) Heated and cooled square footage totals
 - 4) Electrical plan
 - 5) Mechanical plan
 - 6) Plumbing plan
 - 7) Elevations
 - 8) Typical section of framing and roof design.
- c) PERMIT APPLICATION.
- d) FLOOD ZONE AREAS: REQUIRE A FEMA CERTIFICATION. A BENCHMARK MUST BE ESTABLISHED AND CERTIFIED FOR THE FINISHED FLOOR ELEVATION IN AN "A" ZONE AND THE BOTTOM OF THE SUPPORTING GIRDERS IN A "V" ZONE.
- e) A SEPTIC TANK IS REQUIRED IF CITY SEWER SERVICE IS UNAVAILABLE: A RELEASE FROM BALDWIN COUNTY HEALTH DEPARTMENT, (251) 947-3618
- f) LAND USE CERTIFICATE IS REQUIRED IF THE PROPERTY IS IN AN AREA ZONED BY BALDWIN COUNTY, (251) 928-3002



MEMORANDUM

DATE: September 3, 2013

TO: Contractors, Developers 

FROM: City of Fairhope Building Department

RE: International Energy Conservation Code Requirements

Timothy M. Kant, A.C.M.O.
Mayor

Council Members

Kevin G. Boone

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Jack Burrell

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City Clerk

Nancy K. Wilson, CPA
City Treasurer

Please be aware that all new, single family residential and Level 3 renovation project submittals received on or after January 1, 2014 will require the submittal of a REScheck report prior to issuance of a building permit to verify compliance with the International Energy Conservation Code. You may find further information regarding REScheck at <http://www.energycodes.gov/rescheck>.

In addition, all new commercial and Level 3 renovation project submittals received on or after January 1, 2014 will require the submittal of a COMcheck report prior to issuance of a building permit to verify compliance with the International Energy Conservation Code. You may find additional information regarding COMMcheck at <http://www.energycodes.gov/comcheck>.

Level 3 renovation projects are defined by the 2012 International Existing Buildings Code as:

SECTION 505

ALTERATION—LEVEL 3

505.1 Scope. Level 3 *alterations* apply where the *work area* exceeds 50 percent of the aggregate area of the building.

505.2 Application. Level 3 *alterations* shall comply with the provisions of Chapters 7 and 8 for Level 1 and 2 *alterations*, respectively, as well as the provisions of Chapter 9.

If you have any questions, please call or email Erik Cortinas with the City of Fairhope Building Department at (251) 990-0141, or erik.cortinas@cofairhope.com

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